
From: ELPAC <Do-Not-Reply@info.ets.org>
Sent: Thursday, August 1, 2019 1:13 PM
To:
Subject: Initial ELPAC Post-Administration Destruction or Return of Secure Materials



Dear LEA ELPAC Coordinator:

This email contains important information for local educational agencies (LEAs) regarding the local secure destruction of 2018–19 Initial English Language Proficiency Assessments for California (ELPAC) secure test materials.

At the end of each Initial ELPAC administration year, LEA ELPAC coordinators must arrange for the secure destruction of used Initial ELPAC secure materials and indicate the method of destruction. LEAs must certify the secure destruction by completing the [2018–19 Initial ELPAC Test Materials Survey](#).

Note: Used test materials should not be destroyed until the end of each Initial ELPAC administration testing window (June 30).

The following materials are considered secure test materials and are to be securely destroyed:

- Student rosters
- Used Test Books (grades three through twelve)
- Used Answer Books or those damaged during testing
- Voided Answer Books

Exception: All braille and large-print Test Books and Answer Books **must** be returned to ETS.

Secure destruction of materials is defined as the shredding of materials to a point that they are completely unreadable and cannot be accessed or used for unauthorized purposes. Shredding can be done locally on-site or with a certified shredding company. Please note that burning materials is not considered secure destruction. The following steps are required to complete the certification of the secure destruction of used test materials:

- Access the required survey.
- Complete all required information.
- Submit the required survey.

Unused test materials DO NOT need to be returned to ETS. They must be securely stored on-site to be used for future testing.

General questions about the ELPAC or questions about how to return ELPAC materials should be directed to the California Technical Assistance Center (CaTAC) by phone at 800-955-2954 or by email at caltac@ets.org.

Sincerely,

California Technical Assistance Center
Educational Testing Service
Phone: 800-955-2954
Email: caltac@ets.org
Website: <https://www.elpac.org/>